



CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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JOHN J. HOFFMAN  
Acting Attorney General

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Administrator

**February 12, 2015**  
**NOTICE OF JOB VACANCY**  
**#15-24**

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Division of State Police, for permanent State of New Jersey employees who meet the requirements listed below.

**TITLE:** Personnel Assistant 1  
**SALARY:** \$64,406.55 - \$91,781.49  
**LOCATION:** Division of State Police  
PO Box 7068  
W. Trenton, NJ 08628-0068

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:**

Under the direction of the Director, Human Resources, supervises the Classification and Compensation Unit. Directs the classification, selection, Performance Appraisal Review, Working Test Period, and promotional examination programs. Administers the employee counseling and development, PMIS transactions, Classification Support System, personnel actions and new hire orientation activities. Oversees position classification, classified and unclassified service selection, appointment and promotion activities. Analyzes requests for position reclassification and new positions and makes recommendations for appropriate titles. Coordinates appointments and promotion activities. Supervises staff.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of professional experience in a personnel program of a public or private agency.

**SPECIAL NOTE:** Extensive experience and knowledge of classification and selection programs is preferred.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**NOTE:** A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

***If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of March 4, 2015 to:***

**Teresa Kuntz, Manager I Human Resources**  
[NJSP\\_Resumes@gw.njsp.org](mailto:NJSP_Resumes@gw.njsp.org)  
**Division of State Police**  
**P.O. Box 7068**  
**West Trenton, NJ 08625-0068**

**The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.**

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

